STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE

Policy No. DOC 1.3.7	Subject: **POSITION CLASSIFICATION**	
Chapter 1: ADMINISTRATION AND MANAGEMENT		Page 1 of 1
Section 3: Human Resource Bureau		Effective Date: Dec. 1, 1997
Signature: /s/ Mike Ferriter, Director		Revised: 07/17/97; 06/01/07; 09/18/08; 09/28/10

I.   POLICY

The Department of Corrections requires that all positions are classified in compliance with the appropriate provisions of the Montana Operations Manual (MOM).

II.   APPLICABILITY

All Department employees.

III.   DEFINITIONS

Delegation Agreement – A written agreement between the Department of Administration and the Department of Corrections detailing the extent of the classification authority.

Position Classification – The process of evaluating the position described by the job profile to determine the appropriate occupation and pay band.

Trained Classifier – A person who has successfully completed training provided by the Department of Administration in the application of the benchmark factoring methodology, demonstrated the ability to make accurate classification decisions, and placed on the list of approved trained classifiers maintained by the department.

IV.   DEPARTMENT DIRECTIVE

All positions within the Department of Corrections will be classified by a trained classifier according to the delegation agreement in compliance with *Vol. III., Section 3-0401, MOM:* http://hr.mt.gov/hrpp/policies.mcpx

V.   CLOSING

Provisions of this policy not required by statute will be followed unless they conflict with negotiated labor contracts which will take precedence to the extent applicable.

Questions concerning this policy should be directed to the Human Resource Division bureau chief.

VI.   REFERENCES

A.   *Vol. III., 3-0401; Broadband Position Classification Plan, Montana Operations Manual (MOM):* http://hr.mt.gov/hrpp/policies.mcpx
B.   *Department of Corrections Manager Fact Sheet: Position Classification*

VII.   ATTACHMENTS
Classification Request Form